

Facility Requested_____

Date(s) of Use (attach schedule if needed)_____

Time of Use (including set-up and take-down): from_____

to_____

Type of
Event/Activity_____

Applicant/Contact Person_____ Phone:

(h)_____ (w)_____

Applicant's
Address_____ City/Zip_____

Applicant's Email Address_____

Activity Information:

1. Participants: ☐ Adults ☐ Youth
2. Is this activity open to the public? ☐ Yes ☐ No
3. Is this a City of Eugene or Eugene 4J School District activity? ☐ Yes ☐ No
4. Estimated Attendance_____
5. Sponsoring
Organization_____

Representative Name_____

Phone_____

Address_____

City/Zip_____

Regulations and Policies:

1. Applications must be submitted with the appropriate application fee and/or deposit.
2. The deposit will be returned under the following conditions:

a. Cancellation by applicant occurs more than three (3) weeks in advance.

b. The facility is left in good condition and is left undamaged.

c. Cancellation occurs due to actions of the City.
3. The applicant is responsible for set-up, clean-up, and any damages to the facilities resulting from its use of the facility. City will bill applicant for damages or losses in excess of the deposit.
4. City staff reserves the right to monitor the event at any time for compliance with the regulations, policies and terms of this application.
5. The rental fee must be paid in full at least three (3) days prior to the event/activity.

Release From Liability Agreement

I certify that I am an authorized representative of the above organization, and that the above statements are true to the best of my knowledge. I have received a copy of the policies and guidelines for the community use of athletic facilities, and I and/or the organization I represent agree to be bound by all applicable regulations and policies. I understand that violation of any of these regulations and policies may result in the immediate termination of the event, forfeiture of deposit, legal responsibility for damages in excess of the deposit, and will jeopardize future use of the facility.

I shall indemnify and hold the City of Eugene and Eugene School District 4J, its officers, agents, and employees harmless from any and all claims, actions, liabilities, costs, including attorney fees and other costs of defense, arising out of or related to the activities of myself and the other participants during our use of the facility under this application.

When required for large events, I shall also provide evidence of general liability insurance with limits of no less than \$1,000,000 combined single limit for bodily injury and property damage. Required coverage will be primary to the City's and School District 4J's insurance. The City of Eugene and School District 4J will also be named as an additional insured.

I agree that, during the use of the athletic facility, I will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or disability.

I understand that the City of Eugene and Eugene School District 4J are not sponsors of this activity, nor will they provide any supervision of the activity.

I further understand that the City of Eugene and Eugene School District 4J make no warranties or guarantees as to the condition of the facilities or equipment covered by this application and that I and the other participants will be using the facilities at our own risk.

Applicant's Signature_____ Date Signed_____

*****FOR DEPARTMENT USE ONLY*****

Application Approved: Yes_____ No_____ By_____ Date_____

Amount

Date Pd.

Int

Refund

Rate Per Hour \$

Application Fee _____ Number of Hours_____

Facility Deposit _____

Key Deposit

Facility Charge

Lights

NOTES:

Proof of Insurance Provided: Yes____ No____ N/A____

☐ CBk

☐ Chart

☐ Lights

☐ TS